## June 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | 1<br>**DW reports and/or CFS Production reports**<br>Complete month-end data<br><br>**LABOR:**<br>Reverse May Month-End Estimate<br><br>**Normal DW refresh** | 2<br><br>**Normal DW refresh** | 3<br><br>**Normal DW refresh** | 4<br><br>**Normal DW refresh** |
| 5 | 6<br>**LABOR:**<br>PP10<br><br>**Normal DW refresh** | 7<br>**CFS GL MONTH END FINAL CLOSING**<br>May 2016<br><br>**LABOR:**<br>PP10 Surcharges<br><br>**Normal DW refresh** | 8<br><br>**Normal DW refresh** | 9<br><br>**Normal DW refresh** | 10<br><br>**Normal DW refresh** | 11<br><br>**Normal DW refresh** |
| 12 | 13<br><br>**Normal DW refresh** | 14<br><br>**Normal DW refresh** | 15<br><br>**Normal DW refresh** | 16<br><br>**Normal DW refresh** | 17<br><br>**Normal DW refresh** | 18<br><br>**Normal DW refresh** |
| 19 | 20<br>**LABOR:**<br>PP11<br><br>**Normal DW refresh** | 21<br>**LABOR:**<br>PP11 Post Surcharges<br><br>**Normal DW refresh** | 22<br>**LABOR:**<br>June Month End Estimate Surcharges<br><br>**CA O/U:**<br>Reversal Part C<br><br>**Normal DW refresh** | 23<br><br>**Normal DW refresh** | 24<br><br>**Normal DW refresh** | 25<br><br>**Normal DW refresh** |
| 26 | 27<br>**DISBURSEMENTS:**<br>Last Run for June<br><br>**SLTs**<br>SLTs to be approved for June are due to FMB by 4:00 pm ET<br><br>**Normal DW refresh** | 28<br>**LABOR:**<br>June NOAA Corps<br><br>**Normal DW refresh** | 29<br>**SLTs**<br>12:00 noon ET Final Approval<br><br>**CA:**<br>June Month End Surcharges<br>Processed **prior to the "7 AM"** closing<br><br>**Normal DW refresh** | 30<br>**CFS GL MONTH END PRELIM CLOSING**<br>**7:00 AM ET**<br>Close AP, PR, PO WIP<br>CA O/U Process<br><br>**12:00 Noon ET**<br>Close BE, AR, ALLOC, GJ, GL<br><br>**Normal DW refresh** | | |

<span style="background-color:cyan">**7 AM Closing**</span>
**Tier ONE modules** will be placed in **PRELIMINARY** close for the **June 2016 General Ledger**

**PR**          **– Purchase Requisitions (Commitments)**
**PO**          **– Purchase Orders (Obligations, etc.)**
**AP**          **– Accounts Payable (Invoices and Receiving Tickets, etc.)**

**Please note: AR is open for WIP only. No other AR transactions.**

<span style="background-color:cyan">**12 Noon Closing**</span>
**Tier TWO modules** will be placed in **PRELIMINARY** close for the **June 2016 General Ledger**

**BE**          **– Budget Execution (Resources, Apportionments, Allotments, BOPs)**
                   **NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
**AR**          **– Accounts Receivable**
**ALLOC**      **– Cost Accumulation/Allocation (Surcharges, etc.)**
                   The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Thursday June 30, 2016.

**GJ**          **– General Journal (GJs may be entered until 12 noon)**
**GL**          **– General Ledger**